

U.S. Department of Justice  
Federal Bureau of Prisons

*FCI Sheridan, Oregon*

**Institution  
Supplement**

Number: SHE 5267.08b

Date: August 10, 2009

Subject: Visiting Regulations

1. **PURPOSE AND SCOPE:** It is the policy of FCI/SCP/FDC Sheridan to establish visiting procedures for all inmates incarcerated at Sheridan.

2. **DIRECTIVES AFFECTED:**

A. **Directive Rescinded:**

I.S. SHE 5267.08a                      Visiting Regulations  
(08-10-08)

B. **Directives Referenced:**

P.S. 5267.08                              Visiting Regulations  
(05-11-06)

**This supplement correlates to the authorizing Bureau of Prisons (BOP) Program Statement in specifically outlining requirements in effect at FCI/SCP/FDC Sheridan. The Institution Supplement and the BOP Program Statement should be read in conjunction for thorough translation and implementation.**

3. **PROCEDURES:** The following procedures are in effect at FCI/SCP/FDC Sheridan, Oregon, regulating inmate visiting.

A. **Visiting Facilities:** Visitors and inmates at the SCP will have access to outside visiting areas when weather conditions and staffing permits. All regular visits will be held in the Visiting Room. Processing of visitors will stop one hour prior to the closing of the Visiting Room. Visitors are discouraged from arriving prior to 7:45 a.m. for daytime visiting and 5:00 p.m. for evening visiting. Processing of visitors will normally begin no later than 8:30 a.m. and 5:00 p.m. on the appropriate

visiting days. On weekends and holidays, processing of

visitors will temporarily stop at 9:15 a.m., and will resume after the institution count has cleared. Visitors will only park in the approved designated parking areas.

- B. **Attorney Visits:** Attorneys are encouraged to visit between 8 a.m. and 3 p.m. Monday through Friday. Attorneys must show a valid bar card or other suitable professional identification and pass through the metal detector before entry will be allowed into the institution. Attorneys' briefcases and papers being introduced into the institution will be searched for contraband by use of the X-ray machines located in the Front Lobby of the FCI and FDC. A visual inspection of the contents of briefcases will be made to check for obvious contraband. There will be no attempt to read any of the materials or documents in the briefcase.

Staff may not subject visits between an attorney and an inmate to auditory supervision.

All attorney visits for the FCI will be arranged and monitored by the appropriate Unit Staff. The attorney and their client will be afforded privacy in one of the attorney rooms located inside the Visiting Room.

All attorney visits for inmates housed in the FDC will be scheduled by the FDC Administrator's Secretary. The attorney and their client will be afforded privacy in one of the attorney rooms located inside the Visiting Room.

All attorney visits at the SCP will be scheduled by the Counselor and will be monitored by the Counselor. The attorney and their client will be afforded privacy in the attorney room located in the Administration Building.

If the attorney rooms are in use, the attorney is to be offered the opportunity to reschedule the visit when a more private area is available. Inmates may not bring in or take out legal material from the Visiting Room

without prior approval from Unit Staff.

C. **Authorized Visitors:**

1. **FCI/SCP:** Upon arrival, each inmate will mail a visiting form to the people he wants placed on his visiting list. Ordinarily, an inmate's visiting list should not list more than 10 friends and associates. Immediate family members will not be counted toward the limit. The visitor should mail the visiting form directly to the Counselor. A background investigation will be conducted upon receipt of the form. If approved, the visitors' information will be entered into BOPWARE by appropriate Unit Staff. A finalized list will be prepared and forwarded to the Visiting Room and Unit Staff will maintain a hard copy in the inmate's central file. Inmates will be allowed to change their approved visiting list on a case by case basis, with approval from Unit Staff. Should the number of requested changes become excessive, Unit Staff may limit the number of changes to three changes in a six-month period.
  
2. Specific local visiting guidelines have been established for FCI/SCP and FDC Sheridan, and are contained in Attachments A and B, Visiting Regulations. Unit Staff will provide the attachment to the inmates, who will then be responsible for forwarding it to their visitors. Attachment C, Transportation and Lodging, will also be provided to the inmates who may forward it to their visitors. These attachments are also available through the inmate Law Library where a copy of this supplement is maintained. Additional copies will be maintained in the  
  
FCI/SCP/FDC Front Lobby for the visitors as they arrive.
  
3. **FDC:** Upon arrival, HOLDOVER/PRETRIAL inmates will submit a list of immediate family members only, to the unit team. The visitor must demonstrate they are an immediate family member. A finalized list will be prepared and forwarded to the Visiting

Room and Unit Staff will maintain a hard copy in the inmate's central file.

Once an inmate is designated to the FDC he can request up to three non-family members be added to the visiting list, however the inmate must demonstrate the visitor is going to be an integral part of the inmate's release plan. Specific local visiting guidelines have been established for FDC Sheridan and are contained in Attachment B, Visiting Regulations. Staff will provide the attachment to the inmates who will then be responsible for forwarding it to their visitors. These attachments are also available through the inmate Law Libraries where a copy of this supplement is maintained. Additional copies will be maintained in the FCI/SCP/FDC Front Lobby for the visitors as they arrive. Attachment C, Transportation and Lodging, will also be provided to the inmates and may be forwarded to their visitors.

4. **Under certain circumstances the Satellite Operations Administrator or Unit Manager may authorize visiting privileges (i.e., significant other) to be extended to friends and associates having an established relationship with the inmate prior to confinement. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is**

**reliable and poses no threat to the security or good order of the institution.**

5. Visitors with prior criminal convictions must be approved by the Warden prior to being allowed to visit.
6. When the Warden disapproves the request of a proposed visitor, (e.g., security concerns, extensive criminal history, no relations prior to incarceration), a letter will be prepared by the Unit Counselor and sent to the applicant

documenting the reason(s) for denial.

- D. **Metal Detector/Drug Detector/X-ray Machines:** All visitors entering the institution are required to pass through and clear the metal detector located in the Front Lobby. All visitors are subject to a random pat search conducted in a designated private area in the front lobby. The random pat search will be conducted by a same gender staff member. All visitors are subject to random drug screening by the use of the Smiths Detection 400B. All visitors' jackets will be scanned through the x-ray machine located in the Front Lobby at the FCI and FDC. Any visitor refusing to submit to this procedure or who fails the drug detector, or the metal detector, will be denied access into the institution.

All visitors who have surgical implants, such as artificial knees, hips, etc., which would not allow them to successfully clear the metal detector screening, must have a their doctor or physician send in by fax or mail a report of their condition to the institution prior to the proposed visit. Normally this documentation will be sent to the inmate's unit team. A copy of this report will be maintained in the inmate's visiting files for future reference when the specific visitors comes to visit. The visitor will then be screened with a hand held detector to determine the specific area of the implant is the only area setting off the metal detector. Provided the visitor successfully clears this screening process, the visit will be authorized and progress normally.

Visitors arriving in and requiring the use of a wheelchair will be provided a wheelchair from the institution hospital. The visitors' personal wheelchair normally will be returned to the visitors vehicle until the completion of the visit.

- E. **Monitoring of the Visiting Room:** The Visiting Room staff, in conjunction with the SIS, will determine inmates who are suspected of introducing contraband. Surveillance cameras located at the FCI and FDC Visiting Rooms will be used to monitor these inmates. If an inmate is suspected of introducing contraband, the visit will be immediately terminated. All evidence will be collected, secured, and forwarded for

prosecution.

- F. **Visiting Schedule for the FCI and the SCP:** Visits are regularly scheduled from 8:30 a.m. to 3 p.m. on Saturday, Sunday and Federal Holidays, and from 5 p.m. to 8 p.m. on Friday. Each inmate at the FCI will receive twelve (12) visiting points per month. Each inmate at the SCP will receive twelve (12) visiting points per month.

Visiting points will be charged as follows:

Two (2) points per day on Saturday and Sunday.  
One (1) point per day on Friday.

There will be no points charged on NEW YEARS DAY, 4<sup>th</sup> of JULY, THANKSGIVING, CHRISTMAS, **minister of record visits**, and/or at the discretion of the Warden. All other holidays will be charged two (2) points per day.

The maximum number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a "split visit" may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four adult persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). Only one interchange of visitors will normally be permitted; therefore, individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit, or at the conclusion of their visit.

- G. **Visiting Schedule for the FDC:** Visits are regularly scheduled from 8:30 a.m. to 3 p.m. The visiting days for Unit J-1 inmates are Fridays and Saturdays and the visiting days for Unit J-2 inmates are Sundays and Mondays. Each inmate will have twelve (12) visiting points per month. One (1) point will be charged on

Friday and Monday, and two (2) points per day on Saturday and Sunday. No points will be charged on NEW YEARS DAY, 4<sup>th</sup> of JULY, THANKSGIVING, CHRISTMAS, **minister of record visits**, or at the discretion of the Warden. At the FDC, the number of visitors is limited to two adults and up to four children. Split visits may be arranged when necessary. A "split visit" occurs when more than two authorized adult visitors request to visit an inmate at one time. Two authorized visitors can be allowed to visit the inmate, and after their visit has terminated, two more visitors will be allowed to visit. Visitors who are participating in split visits will not be allowed to remain on institutional grounds while waiting to visit or at the conclusion of their visit.

- H. **Visiting Files:** At the end of each day, the inmate visiting files will be secured in the locked file cabinet in the Visiting Room. At no time will staff allow inmates or visitors to view any visiting file. Back-up Files: The Front Lobby will maintain a record of visitors/visiting list, utilizing BOPWARE under the visiting program. Unit Team will update the visiting list and maintain a hard copy. The Captain's Secretary will update the list weekly and back-up/maintain the information on a CD.
- I. **Searches:** All inmates entering the Visiting Room will be pat searched and screened with a metal detector before entering the Visiting Room. All inmates housed in the Special Housing Unit receiving visits will be given a visual search prior to entering the Visiting Room, and when departing the visiting room. Inmates going back to SHU will again be visually searched in SHU and issued new clothing prior to being returned to their cell. All inmates at the FCI and FDC will be visually searched prior to departing the Visiting Room. Random visual searches will be conducted at the FPC prior to inmates departing the Visiting Room.
- J. **Food:** A visitor may bring **no** food items into the institution. There are vending machines in the Visiting Rooms for use by the visitors. It is not permissible for inmates to accompany their visitors to the vending machine area of the Visiting Room. Inmates and visitors are not permitted to remove any vending

items from the Visiting Room.

- K. **Restrooms:** Mens and Ladies restrooms are provided for visitors. Inmates will utilize the facilities located in the strip rooms. All inmates will be pat searched prior to, and at the completion of, using the facilities. Inmates will remain in constant visual supervision of escorting staff. The inmate's restroom in the visiting area will remain locked at all times. Inmates will **not** utilize visitors' restrooms.
- L. **Inmate Identification:** Staff will make positive identification of inmates arriving at the Visiting Room for visits utilizing the inmate's commissary card or a picture card from Control if their commissary card is lost or stolen. Staff will keep the inmate's commissary card until the visit is complete to positively identify the inmate prior to the inmate returning to the compound.
- M. **Special Housing Unit (SHU) Inmates:** Prior to an inmate housed in SHU receiving a visit, Visiting Room Staff will call Control to verify that the inmate has no separatees in the Visiting Room. If there is a separatee already in the visiting room, the first inmate will visit for 2 hours. Once removed, the second inmate will visit for 2 hours. All SHU inmates will be seated in close proximity to the Visiting Room Officer and kept under constant supervision. All SHU inmates will be visually searched prior to reporting to the Visiting Room and before returning to SHU.
- N. **Inmate Property allowed in the Visiting Room:** Inmates will not take any property to a visit except one comb or pick, one handkerchief, one plain wedding band, one plain neck chain with a religious medallion, prescription glasses (no sunglasses unless medically approved), commissary card, authorized headwear, and photo tickets. Watches are not allowed. Pre-trial inmates at the FCI and FDC are authorized to bring legal documents with them to their visit with prior approval of Unit Team staff. The legal documents are to be checked for contraband and the pages counted. At the completion of the visit, only the legal documents the inmates brought with him may be taken out of the Visiting Room by the inmate. The legal document rule

applies ONLY to pre-trial inmates. If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his Unit and secure the property before he is authorized to enter the Visiting Room. Items not authorized upon the inmate's departure will be considered contraband and confiscated. No item other than coats will be stored in the search area.

- O. **Proper Dress and Grooming for Inmates in the Visiting Room:** Inmates are required to wear institution-issued clothing (Khaki pants and shirts at the FCI and green pants and shirts at the SCP, or assigned jump suits for inmates housed in the FDC and FCI SHU) during visitations. Institutional clothing must be neat and clean in appearance. Shirts will be tucked into the trouser waistband at all times. Inmates are not permitted to wear hats in the Visiting Room. Approved religious headwear (such as a Yarmulke) may be worn in the Visiting Room. All religious headwear will be inspected prior to and at the completion of the visit. Tennis shoes will be allowed in the Visiting Room only if they are neat and clean in appearance. Visits will not be permitted for those who are not properly groomed. Proper grooming requires that hair is neat and clean.
- P. **Proper Dress for Visitors in the Visiting Room:** Inmates are responsible for informing prospective visitors that the way they dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, (not to include capri or three quarter length pants), miniskirt, culottes and spandex will not be allowed. Dresses will be no higher than the knee top. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section) will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted to enter the institution. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. Any other clothing that, at the direction of the shift Lieutenant or Institutional Duty Officer (IDO), resembles the style or color of inmate clothing (i.e., Khaki colored

clothing, or the green worn by camp inmates), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

- Q. **Institutional Activities:** Visiting is a positive activity for inmates and visiting will normally take precedence over other institutional activities. In the event of an institution emergency, inmate visits may be terminated or limited at the discretion of the Warden.
- R. **Prisoner Visitation and Support:** The Prisoner Visitation and Support Program (PVS) is a valuable volunteer program. The focus of PVS has always been to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. Through this program, inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with the PVS volunteers. Volunteers at Sheridan are allowed to carry paper and writing implements into the Visiting Room and may sit across from each other. They are to be processed at the front lobby as Volunteers. **THEIR VISITS ARE NOT TO BE CHARGED AGAINST SOCIAL VISITS, BUT WILL BE CONDUCTED DURING NORMAL VISITING HOURS.** They are expected to adhere to the institution dress code and visiting policy. Inmates to be visited through PVS will be placed on a call-out by Religious Service staff prior to the visit taking place.
- S. **Miscellaneous Visiting Room Regulations:**
1. No electronic devices will be allowed into the Visiting Room. Electronic devices include, but are not limited to the following: beepers, pagers, and cellular phones. Due to security concerns, lockers are not available to visitors for the storage of unauthorized items. Any unauthorized items will be returned to the prospective visitor's vehicle. When the visitor does not have a vehicle on the premises, he or she will be responsible for removing the unapproved item from

the premises, prior to  
visiting.

2. Papers, packages, money orders, and/or gifts are not to be allowed into or exchanged in the Visiting Room.
3. All visiting areas, both inside and out, are "No Smoking Areas." No tobacco products of any type are allowed in the visiting areas.
4. Visitors are responsible for their children while in the Visiting Room. The inmate will be warned if their children misbehave. If the children continue to misbehave, the visit may be terminated. The Visiting staff will confer with the Operation's Lieutenant or Duty Officer prior to terminating any visit.
5. The Education Department will be responsible for the acquisition or replacement of all equipment, toys, books, playing cards, etc.
6. Visitors are precluded from bringing animals onto the institutional grounds, except for animals that assist persons with disabilities. The visitor must provide staff with certification that the animal is trained for that purpose.
7. Photographs with adults kissing is not permitted in the photo and each face in the photo will be recognizable. Adult visitors are not permitted to sit on the lap of any inmate during the photo or on the floor.
8. Inmates may not pose in a lewd, sexually explicit, or obscene manner. There will not be a display of gang signs in any picture taken. No altered clothing will be allowed to be worn in the picture. No "do-rags" or "skull caps" will be worn in any picture.
9. An inmate will be allowed to hold his visitor's hand or have his arm around his visitor (within

good taste) during the photo. Hands must be visible at all times while the photograph is being taken. No hand gestures of any type will be allowed.

10. During all social visits inmates and visitors will remain seated unless tending to children, going to restrooms, photo and vending areas. No sitting on laps.
  11. Only clear plastic coin purses or bags are authorized. No paper currency (coin only) is permitted in the institution.
- T. **Limited Visit Space:** In the event the Visiting Room becomes overcrowded, it may be necessary to limit the length of visits or the number of visitors. The decision to limit the duration of a visit will be made by the Operations Lieutenant or Institution Duty Officer (IDO). Determination for termination of visitors will be based on time of arrival and distance of travel.
- U. **Terminating Visitors:** The Lieutenant or IDO also has the prerogative of terminating visits for reasons of improper conduct on the part of the inmate or his visitor(s). The right to have future visits may be denied as part of an administrative action for any visitor who attempts to violate, circumvent or evade institutional regulations.
- V. **Unauthorized Visitors:** On occasion, individuals come to the institution to visit an inmate without prior approval or notification to staff. The requested visit will normally be denied. In cases where there are extenuating circumstances and Unit Staff are not available, the IDO or Operations Lieutenant will be contacted to render the final decision. When this occurs, the IDO will notify the inmate of the decision.
- W. **Packages:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence. The only package allowed to be exchanged will be those approved by Recreation

consisting of Hobby Craft items made by the inmate. These packages will be brought to the Front Lobby by the Recreation Specialist, after they have been opened, searched, and resealed. The package(s) will then be picked up by the visitor, at the completion of their visit.

X. **Special Visits:** The Unit Manager, or designee, will be responsible for arranging and supervising the special visits. Special visits may be permitted under the following circumstances:

1. Family emergencies
2. Special social visits that cannot occur during normal visiting hours
3. Pre-release planning interviews
4. Business/court-appointed investigation/interpreters
5. Prisoner Visitation and Support Representatives
6. Consulate Representatives
7. Minister of Record/Clergy
  - a. **Minister of Record:** An inmate wanting to receive visits from his minister of record must submit a written request to the Chaplain. Upon approval, unit staff will add the name and title (minister of record) to the inmate's visitor list.

An inmate may only have one minister of record on his visiting list at a time. The addition of the minister of record will **not** count against the total number of visitors an inmate is authorized.

- b. **Clergy:** Visits from clergy (other than the minister of record) will be conducted in accordance with the general visiting procedures, and **will** count against the total number of visiting points an inmate is

charged.

Ordinarily, clergy visits will not be accommodated unless requested by the inmate. However, the Chaplain may approve a visitation request initiated by the clergy if the inmate wishes to visit with the clergy.

Clergy/minister of record visits will be accommodated in the visiting room during regularly scheduled visiting hours and, to the extent practicable, in an area of the visiting room which provides a degree of separation from other visitors. The Warden may establish a limit to the number of minister of record and clergy visits an inmate receives each month, consistent with available resources. However, during times of personal or family emergencies, an inmate may be authorized a visit from his minister of record.

- Y. **Exit Procedures:** Upon the completion of visiting an announcement to the effect of, "Visiting is now over, inmates and visitors will be separated. Visitors please move to the West wall of the Visiting Room and inmates proceed to the East wall of the Visiting Room," will be made.

Staff will then conduct a count of inmates using the inmate commissary picture cards. Once all inmates are photo identified and accounted for, staff will start releasing visitors. Visitors will be properly identified by using their identification card which is attached to their BP-224.02, Notification to Visitor, form and by checking the hand stamp under the ultra violet light. Visitors will be escorted to the Front Entrance sallyport. Visitors will be released in groups of no more than ten at a time. Once inside the sallyport, visitor identification cards and the hand stamps are again verified by the Front Lobby Officer before the visitors are allowed to exit through the Front Lobby sallyport. Once all visitors have been cleared from the Visiting Room, the inmates will line up at the visual search room door for processing out of visiting.

These basic procedures will be followed at the FDC with variances allowed for which wall the visitors and inmates go to as well as the location of the ultra violet light.

The same procedures will be followed at the Camp with variances allowed for which wall the visitors and inmates go to. Visitors at the Camp are not required to be escorted out.

- Z. **Hospital Visits:** The only inmates staying at the institution hospital are inmates on suicide watch. The Chief Psychologist in conjunction with the Captain will determine whether a visit may occur and where the visit will be held, if approved. The prospective visitor will be sensitively informed of the decision. Documentation of this decision will be maintained in the inmate's Central File.

Due to security considerations, inmates from the FCI and FDC will not ordinarily receive social visits while they are receiving medical care at local hospitals. Extenuating circumstances, such as terminal illness, will be reviewed on a case by case basis, with the Warden making the final decision on whether a visit will be allowed.

Ordinarily, inmates from the SCP will not receive social visits while they are receiving medical care at local hospitals. Extenuating circumstances, such as terminal illness, or extended stays at the hospital will be reviewed on a case by case basis, with the Warden making the final decision on whether a visit will be allowed.

- AA. **Identical Twins Visiting Procedure:** The following procedure applies to identical twin visits:

1. The inmate and visitor will sit in the area reserved for SHU inmates. This area is under direct supervision of staff.
2. The visitor will be required to wear a specific colored wrist band. The wrist band will be applied and removed by the Front Lobby Officer. The wrist band has assigned serial numbers. The Front Lobby Officer will verify the serial numbers

assigned to the wrist band for further security identification.

3. The visitor will not wear clothing resembling the color, brand or pattern of the authorized inmate attire.
4. **ATTACHMENTS:**
  - A. Visiting Regulations for FCI and SCP (2 pages each)
  - B. Visiting Regulations for FDC
  - C. Transportation and Lodging/Information for Visitors
5. **MANAGING DEPARTMENT:** Correctional Services

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J. E. Thomas, Warden

**FEDERAL CORRECTIONAL INSTITUTION AND SATELLITE PRISON CAMP**  
**VISITING REGULATIONS**

1. **IDENTIFICATION:** Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS:** Regular visiting hours are from 8:30 a.m. to 3 p.m. Saturday, Sunday, and Federal Holidays, and 5 p.m. to 8 p.m. on Friday. No visitors will be processed after 2 p.m. on Saturday, Sunday, and Federal Holidays, and 7 p.m. on Friday. There is **NO** visiting on Monday, Tuesday, Wednesday, and Thursday. Visitors will park in the approved designated parking areas. Visitors are not authorized to assemble on institutional grounds prior to 7:45 a.m. Saturday, Sunday, and 5 p.m. on Friday. There is absolutely no parking on Ballston Road at anytime. Violators will be subjected to enforcement by local, county, and or state law enforcement agencies.
3. **WHO MAY VISIT:** Only those people on the approved visitor's list may come to visit. The child's approved parent or legal guardian must accompany children under the age of 16. Children over the age of 16 must be on your approved visitor list.
4. **NUMBER OF VISITORS:** The number of visitors an inmate may have at one time is six, including children. A maximum of four adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than four authorized adult visitors arrive at one time, a "split visit" may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where four persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.
5. **PERSONAL CONTACT:** Personal contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
6. **PERSONAL DRESS FOR VISITORS:** The way you dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, (not to include capri or three quarter length pants), miniskirt, culottes and spandex will not be allowed. Dresses will not be any higher than the knee top. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section) will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted to enter the institution. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular

civilian style clothing if similar to inmate clothing. Any other clothing

that, at the discretion of the shift Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., Khaki colored clothing or green worn by Camp Inmates), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

**7. ALL AUTHORIZED ITEMS ENTERING THE VISITING ROOM MUST BE CARRIED IN A CLEAR PLASTIC CONTAINER/BAG. ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:.**

1. One (1) wallet or transparent change purse no larger than 5"x8"x4"
2. Four(4) diapers
3. Two(2) jars of Baby Food, unopened
4. Three(3) baby bottles clear and half full
5. One(1) baby blanket
6. Two(2) female sanitary napkins or tampons
7. Heart and epilepsy medication only
8. One Wedding Band, one necklace, and small earrings

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats or strollers are allowed. No written messages may be exchanged during a visit.

**ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.**

8. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence. The only package allowed to be exchanged will be those approved by Recreation consisting of Hobby Craft items made by the inmate. These packages will be brought to the Front Lobby by the Recreational Specialist only after they have been opened, searched, and resealed prior to being taken to the Front Lobby to be picked up by the visitor at the completion of the visit.

9. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring \$20 in change to purchase food items from vending machines located in the Visiting Room.

10. **SMOKING:** The Visiting Room and outside visiting areas are NO SMOKING areas. No tobacco of any kind is allowed into the institution.

11. **LOCATION:** The institution is located approximately ½ mile East of Sheridan, Oregon, on Ballston Road. Sheridan is located approximately 50 miles southwest of Portland, Oregon. Please refrain from arriving on the institution grounds before 8:30 a.m. on weekends, and Federal Holidays, and 5 p.m. on week nights.

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ATTACHMENT A  
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12. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

13. Visitors are encouraged not to wear clothing with high metal content, such as a western style shirt with metal buttons. Clothing with a high metal content will activate the metal detectors, and may slow down your in processing for visiting. You will not be allowed in the institution if you cannot clear the metal detector.

14. All areas of the institution are subject to the possibility of video monitoring.

**FEDERAL DETENTION CENTER**  
**VISITING REGULATIONS**

1. **IDENTIFICATION:** Positive picture identification will be required. A valid driver's license or Government issued photo identification cards are acceptable forms of identification.
2. **VISITING HOURS:** Visits are regularly scheduled from 8:30 a.m. to 3:00 p.m. The Visiting days for J-1 inmates are Fridays and Saturdays, and Sunday and Monday for inmates in Unit J-2.
3. **NUMBER OF VISITORS:** The maximum number of visitors an inmate may have at one time is six, including children. A maximum of two adult visitors will be allowed in at any one time. Children over the age of 16 will be counted as one adult visitor. Should more than two authorized adult visitors arrive at one time, a "split visit" may be arranged at the discretion of the Visiting Room Officer. A split visit is defined as a visit where two persons are present in the Visiting Room, and one or more of these persons leave the Visiting Room to be replaced by another authorized visitor(s). On split visits, only one interchange of visitors will normally be permitted; e.g., individuals leaving the Visiting Room to permit other members of the party to visit will not subsequently return for visiting the same day. Visitors who are partaking in split visits will not be allowed to remain on institutional grounds either waiting to visit or at the conclusion of their visit.
4. **PERSONAL CONTACT:** Personnel contact within the limits of good taste such as shaking hands, a kiss, and embrace are permitted when the visitor and inmate meet and just prior to departing.
5. **PERSONAL DRESS FOR VISITORS:** The way you dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, (not to include capri or three quarter length pants), miniskirt, culottes and spandex will not be allowed. Dresses will not be any higher than the knee top. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section) will not be allowed. Due to inmates wearing similar clothing, jogging and/or sweat suits will not be permitted inside the institution. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn in conjunction with regular civilian style clothing if similar to inmate clothing. Any other clothing that, at the discretion of the shift Lieutenant or Institutional Duty Officer, resembles the style or color of inmate clothing (i.e., Khaki colored clothing), will not be allowed to be worn into the institution. At the discretion of the shift Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies).

6. **ALL AUTHORIZED ITEMS ENTERING THE VISITING ROOM MUST BE CARRIED IN A CLEAR PLASTIC CONTAINER/BAG. ONLY THE FOLLOWING ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY VISITORS:**

1. One(1) wallet or transparent change purse no larger than 5"x8"x4"
2. Four(4) diapers
3. Two(2) jars of Baby Food, unopened
4. Three (3) baby bottles clear and half full
5. One(1) baby blanket
6. Two(2) female sanitary napkins or tampons
7. Heart and epilepsy medication only
8. One Wedding Band, one necklace, and small earrings.

The above will be the only items allowed into the Visiting Room, and any other item(s) will not be allowed. No car seats or strollers are allowed. No written messages may be exchanged during a visit.

**ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION. THE USE OF CAMERAS, OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.**

7. **PACKAGES:** It is not permissible for visitors to bring packages, photos, or gifts of any kind into the institution. Documents or papers may not be brought into the Visiting Room and should be handled through correspondence. The only package allowed to be exchanged will be those approved by Recreation consisting of Hobby Craft items made by the inmate. These packages will be brought to the Front Lobby by the Recreational Specialist only after they have been opened, searched, and resealed prior to be taken to the Front Lobby to be picked up by the visitor at the completion of the visit.

8. **MONEY:** Money cannot be accepted for deposit into the inmate's trust fund account through the Visiting Room or Front Lobby. This should be done through the mail. Visitors are allowed to bring \$20 in change to purchase food items from vending machines located in the Visiting Room.

9. **SMOKING:** The Visiting Room and outside visiting areas are NO SMOKING areas. No tobacco of any kind is allowed into the institution.

10. **Title 18 U.S.C. of Sections 1791 and 3571:** Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

Visitors are encouraged not to wear clothing with high metal content, such as a western style shirt with metal buttons. Clothing with a high metal content will activate the metal detectors, and may slow down your in processing for visiting. You will not be allowed in the institution if you cannot clear the metal detector.

11. All areas of the institution are subject to the possibility of video monitoring.

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ATTACHMENT C  
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#### **TRANSPORTATION AND LODGING**

The Federal Correctional Institution, Sheridan, Oregon, is located off State Highway 18, on the outskirts of the town of Sheridan. The institution is situated approximately 50 miles southwest of Portland and 25 miles northwest of Salem.

**FROM PORTLAND:** Interstate Highway 5 south to Highway 99W. Proceed west on Highway 99W toward McMinnville. Take the Highway 18 bypass (Ocean Beaches) around the town of McMinnville. Continue on State Highway 18 toward the

beach. Approximately 13 miles west on State Highway 18, take the second Sheridan exit, and turn right off of the ramp. The institution is located on the south side of the highway and is noticeable from the exit.

**FROM SALEM:** State Highway 22 west toward Dallas/Beach Cities. Continue on State Highway 22 to the Valley Junction turn-off to Highway 18 East. Continue on Highway 18 East to Sheridan off ramp. Turn left, and the institution is approximately 1/4 of a mile on Ballston Road.

**LODGING:** FCI Sheridan is located in a rural area, and lodging is limited. However, listed below are the facilities nearest the institution:

<p><b>SHERIDAN COUNTRY INN</b>            1330 W. Main Street            Sheridan, Oregon            503-843-3151 OR 503-843-3226</p>	<p><b>AMERICA'S BEST VALUE &amp; SUITES</b>            345 N. Highway 99W            McMinnville, Oregon            503-472-5187</p>
<p><b>MOTEL 6</b>            2056 S. Highway 99W            McMinnville, Oregon            503-472-9493 OR 800-525-5469</p>	<p><b>BEST WESTERN VINEYARD INN</b>            2035 S. Highway 99W            McMinnville, Oregon            503-472-4900 or 800-285-6242</p>
<p><b>COMFORT INN &amp; SUITES</b>            2520 SE Stratus Avenue            McMinnville, Oregon            503-472-1700 or 877-424-6423</p>	<p><b>RED LION INN &amp; SUITES</b>            2535 NE Cumulus Avenue            McMinnville, Oregon            503-472-1500 or 800-733-5466</p>

**TRANSPORTATION:** This area has no public transportation (city bus service) between the institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

<b>Prestige Limo</b>	(503) 472-7980	(McMinnville)
<b>Shamrock Taxi</b>	(503) 472-5333	(McMinnville)
<b>Greyhound Bus Lines</b>	(503) 363-2428	(Salem)

**Mailing Address:**

FCI Sheridan  
 P.O. Box 5000  
 Sheridan, Oregon 97378  
 Phone: 503-843-4442

FDC/SCP Sheridan  
 P.O. Box 6000  
 Sheridan, Oregon 97378  
 Phone: 503-843-7663